

Public Records Advisory Commission (PRAC)
Minutes of the January 28, 2019 Meeting
Archives & Records Center
801 South Payne Street

Present: Jackie Cohan (Archivist), Rich Brune, John Hocker, Monica St. Dennis, Cameron Cook

Call to Order: The meeting was called to order at 7:30pm

Appointment of Secretary: Rich Brune was appointed Secretary

New Commissioner: Jackie introduced Cameron Cook. He is the newest member of the commission.

Minutes: Minutes of the November 19, 2018 meeting were approved.

Discussion on selecting a new Chairman: The Commission decided to table this discussion for the February meeting, when the full commission is present.

Records Management Training: Jackie sent a PowerPoint presentation to all the committee members. The PowerPoint was a high-level view of the Public Records Management Program. It included The Records Life Cycle and went into some detail for each of the 4 life cycles of records. Jackie discussed updating the PRAC website so that clients can go to the records that they are most concerned about. New hire training was discussed. Jackie asked for any comments, additions or corrections to the PowerPoint should send them to her ASAP. The IT training program was discussed and identified more with private business instead of city government.

HARC Update – The new city council were introduced to HARC at the December meeting. In January they distributed a document which explained all the acronyms associated with HARC. There is an outreach program to the organizations/groups who are supposed to send representatives to the HARC meetings. Some representatives have been named but fail to go to the meetings.

New Business

Asbestos survey. The Records Center was built in the 50's The Roof has an under layer of asbestos roof tiles. The rest of the building is Asbestos free.

Building repairs and projects: They will be accepting bids on the repairs of the building. Jackie mentioned that she must get more involved in the decisions because of the sensitivity of the documents and the lack of understanding of some of the staff making the decisions.

The new OHA Director was announced: Gretchen Bulova who was acting director was appointed director.

Records Destruction Update. The new city attorney was very reluctant to sign off on some record boxes being destroyed because she did not know what was in the boxes. Jackie explained that is the department that was sending the boxes is responsible for the contains of the box not the Records

Center. She wanted to update the destruction record form to state that none of the included data has any legal or FOIA issues.

Public Research. There was some discussion about FOIA requests and the use/conversion of the microfiche data upload to a web-site.

The February 25, 2019 meeting, the commission will meet on the fourth Monday instead of the third, because the third Monday is Presidents' Day.

The meeting will be held at the Archives & Records Building at 801 South Payne Street because our regular meeting room is unavailable.

Adjournment: The meeting adjourned at 8:20.

Respectfully submitted,

Rich Brune
Secretary